

## COON CREEK WATERSHED DISTRICT BOARD OF MANAGERS' MEETING

The Board of Managers of the Coon Creek Watershed District held their regular meeting on, Monday, May 8, 2023, at the Coon Creek Watershed District Office.

**1. Call to Order:** The meeting was called to order at 5:32 PM

Board Members Present: Mary Campbell, James Hafner, Matthew Herbst, Dwight McCullough and Patrick Parker.

Staff Present: Corinne Elfelt, Tim Kelly, Michelle Ulrich

Staff Present via Zoom: Dawn Doering, Erin Edison, Jon Janke, Abbey Lee, Abby Shea

**2. Approval of the Agenda:** Board Member Hafner made a motion to add Permit Review Item 9 – Take 5 Oil Permit Review to the Consent Agenda. Seconded by Board Member Parker. Motion carried with five yeas (Board Members Mary Campbell, James Hafner, Matthew Herbst, Dwight McCullough and Patrick Parker) and no nays.

Board Member Campbell moved to Approve the Amended Agenda. Seconded by Board Member McCullough. Motion carried with five yeas (Board Members Mary Campbell, James Hafner, Matthew Herbst, Dwight McCullough and Patrick Parker) and no nays.

**3. Announcements:** None

**4. Open Mic/Public Comment:** No one present to address the Board.

### CONSENT ITEMS

**5. Approval of Minutes of April 24, 2023**

**6. Administrator's Report**

**7. Advisory Committee Report**

**8. Approval of Bills :** Claims totaling \$39,384.82 on the following disbursement(s) list will be issued and released upon Board approval.

May 8, 2023	
To	Amount
Centerpoint Energy	287.31
Connexus Energy	226.93
Emmons & Olivier Resources Inc	3,041.75
Loffler	172.68
Metro I Net	4,498.00
Michelle Ulrich PA	4,079.25
Respec	8,875.00
SHI International	1,709.50
US Bank	16,456.22
Xcel Energy	38.18
	<b>39,384.82</b>

*The following Permit Item was moved to the Consent Agenda by motion:*

**9. Take 5 Oil Permit Review:** The purpose of this project is the construction of a Take 5 Oil Change facility adjacent to Shine Carwash including surface parking, exterior trash enclosure, sidewalks, and stormwater management located at 11851 Hanson Blvd NE in Coon Rapids, Minnesota.

Staff recommendation was to Approve with five Conditions and two Stipulations as follows:

Procedural Requirements (Rule 2.7)

1. Provide \$10 administrative fee missing from application fee deposit.
2. Submittal of a performance escrow in the amount of \$2,195.00

Stormwater Management (Rule 3)

3. Provide proof of recording of a fully executed Operations and Maintenance Agreement for the perpetual inspection and maintenance of all proposed stormwater management practices after review and approval by the District.
4. Provide an updated plan set addressing the following discrepancies:
  - a. Raise low floor elevation by 0.1 ft to meet District 2-foot separation requirement from 100-year high water level.
  - b. Update the HWL listed on the utility plan for the existing underground detention system to be consistent with the HydroCAD model.
  - c. The District floodplain elevation is mislabeled on the grading plan and floodplain figure. Update the District floodplain elevation shown on the grading plan and floodplain figure to be 857.6.
  - d. Update detail 7 on sheet C8.2 to be labelled "Underground Retention" for clarity.

Soils and Erosion Control (Rule 4)

5. Provide an Erosion and Sediment control plan that includes the following:
  - a. A note on the erosion and sediment control plan that disturbed soils and stockpiles will be temporarily or permanently stabilized within 24 hours after construction activity in that area has temporarily or permanently ceased.
  - b. A double row of silt fence is required in areas within 50 feet of the delineated wetland.
  - c. A note that erosion and sediment control devices will be maintained throughout the project.

**Stipulations:** The permit will be issued with the following stipulations as conditions of the permit. By accepting the permit, the applicant agrees to these stipulations:

1. Submittal of as-builts for the underground retention system and the stormwater management practices and associated structures listed in Table 2, including volume, critical elevations and proof of installation for hydrodynamic separators.
2. If dewatering is required, provide DNR dewatering permit prior to construction. If a DNR permit is not required, provide well-field location, rates, discharge location, schedule and quantities prior to construction.

Board Member Campbell moved to Approve the Consent Agenda Items seconded by Board Member Herbst. Motion carried with five yeas (Board Members Mary Campbell, James Hafner, Matthew Herbst, Dwight McCullough and Patrick Parker) and no nays.

### **POLICY ITEMS - None**

### **DISCUSSION ITEMS**

**10. Permit Items to Consent:** The staff report outlined that on April 24, 2023, Board Member Herbst requested an item be included on the May 8, 2023, Board Meeting Agenda to discuss options to move noncontroversial permit items to consent prior to the meeting rather than amending the agenda to move noncontroversial permit items to consent at the beginning of each meeting for efficiency.

A copy of the policy adopted on July 23, 2012, was provided for the Board's review.

Board Member McCullough asked what our legal counsel's opinion was on the matter. Michelle Ulrich, CCWD Attorney, stated the Board would want to set specific criteria to establish when a permit item would be moved to the consent agenda, and make it clear that board members would still be able to pull permit items out for discussion. Ulrich also noted that the Board would still need to receive the full staff report for their review.

Board Member Hafner also noted the public is the audience for permit reviews.

After further discussion by the Board, the consensus was to leave the policy as it is.

**11. Boundary With Sunrise River WMO:** On April 24, 2023, the City Administrator for the City of Ham Lake submitted a written request to review the hydrologic boundary of parcels in the City of Ham Lake to determine if the jurisdiction of any properties needed to be revised to/from the CCWD and SRWMO.

The Board discussed the need for the request for hydrologic boundary review to come from the Mayor and City Council of the City of Ham Lake.

Kelly explained that the hydrologic boundary in that area was established in 1959 when the majority of the property was owned by one family. Kelly explained that since the

property has been divided into multiple parcels, the hydrologic boundary should be reviewed. Kelly explained the boundary is determined by majority ownership of each parcel.

After further discussion the Board provided direction to staff with a motion.

Board Member Hafner moved to direct staff to obtain from the Mayor and City Council of the City of Ham Lake a letter requesting review of the hydrologic boundary seconded by Board Member McCullough. Motion carried with five yeas (Board Members Mary Campbell, James Hafner, Matthew Herbst, Dwight McCullough and Patrick Parker) and no nays.

**INFORMATIONAL ITEMS - none**

**ADJOURN**

Board Member Hafner moved to adjourn at 6:03 p.m. seconded by Board Member Campbell. Motion carried with five yeas (Board Members Mary Campbell, James Hafner, Matthew Herbst, Dwight McCullough and Patrick Parker) and no nays.

  
President